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**Responsible Executive:** Provost/VP for Academic Affairs  
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# Academic Excused Absence Policy

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## I. REASON FOR THIS POLICY

The purpose of this policy is to provide guidelines for student to receive excused absences from instructors when students are unable to attend classes because they are involved in official university-sponsored functions.

## II. STATEMENT OF POLICY

When necessary, make-up of course requirements missed because of student participation in university sanctioned events and activities shall be worked out between the instructor and the student upon the student's timely initiative. For a university related event, a student must contact his/ /her instructor at least two days prior to the absence and provide documentation from the sponsoring unit to indicate the dates that the student will be absent from class.

## III. DEFINITIONS

None.

#### **IV. PROCEDURES**

To the extent possible, students should notify the instructor during the first week of the semester of possible missed dates. Instructors are required to allow for such make-up in a timely manner when a student is absent because of participation in events approved by the Vice President for Academic Affairs. An instructor may have special attendance/requirement policies for particular classes, whenever those policies are not in conflict with the student's rights to make-up missed requirements as described above.

#### **V. RELATED DOCUMENTS, FORMS AND TOOLS**

Not applicable.